

PARENTING SUPPORT SERVICES
SERVICE DEFINITION
Available in COMP and IFS Waivers
Issued 5/1/2014

Parenting Support Services assists eligible consumers who are or will be parents in developing appropriate parenting skills. Individual training and support will be available. Parents will receive training that is individualized and focused on the health and welfare and developmental needs of their child. Close coordination will be maintained with informal supports and other formal supports. These services include:

- Parent Interview to establish rapport and explain parenting support services. Review of records, current services, informal and formal circles of supports. Community resources utilized. Discuss family's strengths and area of need(s).
- Conduct assessments specific to parents with intellectual disability and observations of individual's parenting skill strengths and areas of need(s); learning style; parent-child engagement, home-management, and safety checklists.
- Development of a family support plan incorporating teaching strategies and methods related to child development, child-care, discipline, home management, health, safety, nutrition, family dynamics and relationships.;
- Provision of individualized parenting education and life-skills training for the individual and their family utilizing evidenced-based curricula. Training will be adapted to the individual's learning style. Methods through direct instruction, task analysis, modelling, repetition and positive reinforcement. Materials include visual, verbal, video, and pictures.
- Evaluation of the effectiveness of the family support plan by monitoring the plan quarterly or as noted in the individual plan. The service will also include needed modifications to the plan; and
- The provider shall be available and responsive to the team for questions and consultation.

Through the person's case manager including the Planning and Support Team, the provider of Parenting Support Services will empower parents to advocate for themselves and their family. Learn to effectively access needed community resources and services. Assist with referrals for additional support services or agencies as appropriate.

Any individual who authors parenting programs will adhere to the following DDS professional practice guidelines:

1. The provider objectively solicits honors and respects the unique needs, values and choices of the persons being served.
2. The provider communicates fully and honestly in the performance of his/her responsibilities and provides sufficient information to enable individuals being supported and others to make their own informed decisions to the best of their ability.

3. The provider protects the dignity, privacy and confidentiality of individuals being supported, and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
4. The provider is alert to situations that may cause a conflict of interest or have the appearance of a conflict. When a real or potential conflict of interest arises the clinician not only acts in the best interest of individuals being supported, but provides full disclosure.
5. The provider seeks to prevent, and promptly responds to signs of abuse and/or exploitation, and does not engage in sexual, physical, or mental abuse.
6. The provider assumes responsibility and accountability for personal competence in practice based on the professional standards of his/her respective field, continually striving to increase professional knowledge and skills and to apply them in practice.
7. The provider exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
8. The provider fulfills commitments in good faith and in a timely manner.
9. The provider conducts his/her practice with honesty, integrity, and fairness.
10. The provider provides services in a manner that is sensitive to cultural differences and does not discriminate against individuals on the basis of race, ethnicity, creed, religion, sex, age, sexual orientation, national origin, or mental or physical disability.

This service may be purchased from a qualified individual practitioner or purchased from a qualified provider agency.

SERVICE SETTINGS

This service will be delivered in the individual's home or community as described in the Family Support Plan and the person's Individual Plan. This service is available only to people who live in their own or family homes. Not available to individuals living in CLA's, CRS or CCH.

GENERAL SERVICE LIMITATIONS

This service is limited to an average of four hours of individualized child-focused parent directed skill training per week (maximum 200 hours per year). Support is available from the first trimester until the eligible participant's child is 18 years of age. The Parenting Support provider and Case manager are responsible for monitoring the age of children. Services may be delivered at the same time as Individualized Home Supports, Personal Support, Adult Companion and Individualized Day Supports.

GENERAL SERVICE EXCLUSIONS

A parent that does not have physical custody or visitation rights is not eligible to receive parenting support services. If a parent loses physical custody or visitation rights DDS will work with DCF when these circumstances arise.

SERVICE UTILIZATION

The intensity of supports provided will vary depending upon assessment results and identified need(s) of the parent in accordance with the Family Support Plan and the Individual's Plan.

UNIT OF SERVICE AND METHOD OF PAYMENT FOR QUALIFIED PROVIDER

Quarter hour (15-minute) unit. The basis of payment for services is an hourly unit of direct service time. Billing should be rounded to the nearest 15-minute interval.

SERVICE DOCUMENTATION

The required services will be identified in the Individual's Plan. These activities must be clearly discussed and agreed upon with the team. Time spent assessing and assisting parents in developing competent parenting skills that are strength-based and skill focused should be the predominate billed time. Time spent on activities related to billing, payment, scheduling of appointments, travel time and service documentation are not billable; they are built into the rate. As services are provided in the community, the person's own home, or a family home, the provider documents the delivery of services for each date of service. The documentation includes the date of service, the start time and end time of the service for each date, a signature of the person providing the service, signature of the parent receiving the service and list of all individuals in attendance during the service. Documentation includes goals and objectives for the session, teaching strategies and methods utilized, outcomes or progress noted, and follow up activities. Service documentation must clearly delineate where service occurred. A copy of the session note will be provided to the parent after each session and sent to the case manager quarterly. Parenting Support Providers will review progress and submit a six month progress report to the parent and to the case manager to document progress in the person's Individual Plan.

PROVIDER REQUIREMENTS AND RATES

Bachelor's Level Degree in Human Services or related field supporting individuals with intellectual/developmental disabilities: Social Work, Education, Psychology, Child Development, or Rehabilitation.

- Three years experience working with individuals with intellectual/developmental disabilities.
- Three years experience working with families and children (Birth to 18 years old).
- Review of all application materials and approval by the Operations Center and its clinical designee
- Criminal background check, CT Fingerprints, DDS Abuse/Neglect Registry check and Sex Offender Registry check required.
- **The rate for this service:**
- **Agency - \$52.02 per hour**
- **Direct Hire - \$40.42 per hour**

STATEMENT OF CREDENTIALS

Qualified providers of this service approved by the DDS Operations Center shall use the designation "Parenting Support Service Provider".

HOW TO OBTAIN PARENTING SUPPORT SERVICES

A parent may request this service in collaboration with the Planning and Support Team. The team must revise or update the person's Individual Plan (IP) to include the need for a parenting skills assessment in the Assessment section of the plan and the team should describe the individual's need and objective for the service in the *Action Plan*. The team determines the estimated amount of service within the defined service limitations. Parenting Support service must be funded within the person's existing budget unless there are extenuating circumstances that would require PRAT review and approval. Parenting Support Services must be included in the *Summary of Supports and Services or IP.6*, indicating the amount and frequency of service. The Parenting Support provider will assess the parent's need for the service and will develop an integrated plan for the family. If PRAT recommends denial of the request it will be sent to the Central Office Waiver Unit for review.

APPLICATION PROCESS AND QUALIFYING PROVIDERS

To be included on the list of providers qualified to deliver Parenting Support Services, both individual practitioners and provider agencies must apply to the DDS Operations Center for review and approval. Approval will be based on the criteria specified in the DDS HCBS Waiver Manual and this document. Applicants who are not determined to be qualified may reapply in 12 months. A list of qualified providers will be maintained by the DDS Operations Center and will be available on the DDS website.

Individual Practitioners who wish to become qualified providers of Parenting Support Services:

Bachelor's Level Applicants shall submit the following:

- 21 years of age
- Three years' experience working with individuals with intellectual/developmental disabilities.
- Three years' experience working with families and children (Birth to 18 years old).
- Three current letters of recommendation and contact information—at least one of which is from a clinician familiar with the applicant's professional work and that references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant. The applicant should ensure that all the recommendation letters submitted are specifically related to their application to be a qualified DDS provider.
- A sample of recent work highlighting your ability to develop a plan and assist individuals with developing parenting skills
- Valid CT Driver's License
- Proof of CT Liability insurance requirements
- Current Adult and Pediatric CPR and First Aid Certification

- Criminal background check, Fingerprints, DDS Abuse/Neglect Registry check and Sex Offender Registry check required
- Provider Application
- Provider Agreement
- Confidentiality & HIPAA Assurance Agreement
- False Claims Act Acknowledgement of Receipt of DDS Policy and Procedure
- Corporate documents (if applicable)
- Resume or Curriculum Vita and University Diploma Documentation – courses, or college or other certifications
- A copy of current professional clinical license or certificate (as applicable)

Individual practitioner applicants must be reviewed and approved by the Operations Center and its clinical designee prior to being granted Qualified Provider status. Clinical Designee for Parenting Supports will be a subcommittee of the Statewide Committee for Parents with Intellectual Disability.

BECOMING QUALIFIED

New provider agencies who want to provide the Parenting Support Service must complete all the requirements for a new qualified provider as specified in the Components of a Complete Enrollment Packet. In addition, the following must also be submitted on the Parenting Support Provider who will provide this service for the agency.

1. Résumé or Curriculum Vita and University Diploma.
2. A copy of current professional clinical license or certificate (as applicable).
3. Three current letters of reference and contact information—at least one of which is from an individual familiar with the applicant's professional work and which references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant. All recommendation letters provided should reflect the current interest in the agency becoming a qualified provider.
4. A sample of recent work highlighting your ability to develop a plan and assist individuals with developing parenting skills

Existing providers in good standing that wish to become qualified providers of Parenting Support Services must meet the qualifications for this service. The application will consist of the following:

1. Application to Amend Services form
2. A letter of intent describing the services the applicant intends to provide, any special population to be served and geographic areas the applicant intends to serve.
3. A procedure on how staff providing this service will initially be trained and kept current on following procedures.
4. A procedure on clinical oversight and ongoing educational training.
5. Resume or Curriculum Vita and university diploma for all agency personnel employed as providers of Parenting Support Services.
6. A copy of current professional clinical license/certificate for all agency personnel employed as providers of Parenting Support Services (as applicable)

7. Three current letters of reference related to the DDS qualified provider application for all agency personnel employed as providers of Parenting Support Services and reference contact information—at least one of which is from an individual familiar with the applicant's professional work and that references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant.
8. A sample of recent work highlighting your ability to develop a plan and assist individuals with developing parenting skills

All provider agency applicants must be reviewed and approved by the Operations Center and its clinical designee prior to being granted Qualified Provider status.

MAINTAINING QUALIFICATION STATUS

The qualified provider is responsible to submit to the Operations Center a copy of renewed licenses and certifications. The qualified provider must notify the DDS Operations Center if any actions have been placed against the license/certificate, if the license/certificate has been revoked or if there is a change in the qualified provider's employment status. Failure to do so will result in removal from the list of approved providers for Parenting Support Services. DDS is responsible to review licensing and certification material. DDS also checks the DPH website credential status page and for active status and any change in status.

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